

## **526 / Building Use**

### ***Fax Service***

As a special service, the Villa Park Public Library provides outgoing fax service for the public.

- Fax service is available at the Information Desk during library hours.
- Fax service is intended for patron personal use.
- Fax service may not be used for any illegal purpose.
- Adherence to the Copyright Law, Title 17 of the United States Code, is the responsibility of the patron.
- All material intended to be transmitted must be on standard 8½ x 11 paper.
- A cover sheet is provided by the library at no cost.
- Only sheets of white paper with black printing will be accepted for faxing.
- Local and domestic faxing is available. International faxing is not available.

The library will not be responsible for the loss of documents, due to equipment or telecommunications failure. In addition, although every effort will be made to insure privacy of handled documents, the library and its employees cannot guarantee privacy and will not be responsible for the loss of privacy of faxed documents. The library does not take responsibility for incorrect fax numbers, inoperable receiving fax machines or the quality of the transmission.

Approved 11/28/2012